



Montana  
Office of Public Instruction  
Denise Juneau, State Superintendent

opi.mt.gov

## Educator's Application for Approval of Professional Development Activities for Renewal Units

### When Is Approval Required?

Approval is required when a Montana Educator wishes to receive renewal units for attending an event that is **not**:

- 1) Delivered by an approved OPI renewal unit provider or
- 2) Approved by OPI as a single event.

If you are employed in a Montana school district and that school district is an approved provider, the school district may approve the event and issue the official OPI certificate to you.

◆ 1 hour of attendance = 1 renewal unit ◆ 1.5 hours = 1 renewal unit ◆ 1.75 hours = 2 renewal units ◆

### SECTION I: Educator Information

Last Name		First Name		Middle Name		Former Name(s)	
Mailing Address (Street, RFD, PO Box)			City	State	ZIP	E-Mail Address	
Folio Number	Last 4 digits of SSN	Date of Birth		Home Phone		Work Phone	

### SECTION II: Course, Conference, Workshop, Seminar or Event Information

***A brochure, agenda or other material must be attached, detailing length of sessions, meal breaks and course content.***

Title	Date of Activity	City/State
Number of Renewal Units Requested	Location of Activity (e.g., hotel or college campus)	

### SECTION III: Checklist

Have you:

- ☐ Completed all information on this form?  
***Incomplete applications or inadequate documentation of the event will be returned without action.***
- ☐ Enclosed a detailed agenda outlining the length of sessions and describing the course content?

### SECTION IV: Instructions

***Requests for approval must be received by OPI a minimum of seven (7) business days prior to the beginning of the event.***

**Step 1:** Return the completed application and attachments to:

Office of Public Instruction  
Attn: Educator Licensure  
PO Box 202501  
Helena, MT 59620-2501

**Step 2:** When the event is completed:

1. Submit documentation of your participation (most likely a certificate of completion that includes number of contact hours and a copy of your approval letter from the OPI;
2. OPI will send you an official certificate;
3. Maintain a file with your renewal unit certificates and college transcripts to be used as evidence when you apply for renewal of your Educator License.

### SECTION V: Contact us

Telephone: (406) 444-3150

Email: [cert@mt.gov](mailto:cert@mt.gov)  
Web: [www.opi.mt.gov/cert](http://www.opi.mt.gov/cert)